

Potential Government Shutdown

Message From The Center Director

As you know, the current Continuing Resolution (CR) expires today, and Congress has not yet passed an FY11 budget appropriation or a CR to continue government funding. If a budget is not signed or a CR is not passed before midnight tonight, there will be a government shutdown. Please check your regular news sources, including television, radio and online for status of a CR this weekend, and for continued information during a shutdown period.

In the event no CR is passed this weekend, below is information you'll need to know in the immediate term. Headquarters will be sending additional guidance.

We were able to make one change to save you time and gas money. **Employees are now NOT required to report to work on Monday in the event of a shutdown (although you may come in on Monday morning only if you need to close things out). Instead, you'll be able to electronically acknowledge receipt of a furlough notice through email, and then officially sign the paperwork upon your return after a shutdown.** We hope this simplifies the process a little.

Again, thank you for your cooperation and understanding during this period.

Robert

Work Status and Leave

- Civil Servants will receive furlough notices via email. Employees will be expected to acknowledge receipt of the notice. If you have been identified by management as excepted from furlough, you will also be notified via email. Unless specifically excepted, all employees are subject to furlough.
- An official shutdown begins after midnight tonight. Unless excepted from furlough, any employees scheduled for weekend shifts (Saturday/Sunday) should not report to work. Excepted employees will have received informal notification.
- **Employees are now NOT required to report to work on Monday in the event of a shutdown (although you may come in on Monday morning only if you need to close things out).**
- Employees on furlough status who have approved leave during the furlough will have their leave cancelled and they will be placed on furlough status.
- For employees who receive a notice that they are excepted from the furlough, their leave will be cancelled and they should report to work promptly for further instructions.

- The MSFC Procurement Office is providing notification letters regarding excepted work for contractors to the appropriate contracting officers to ensure understanding of requirements.
- Contractor employees taking leave during the furlough period should check with your company's program manager to understand your company's leave policy during this period.

Travel

- No employees may travel after 11:59 p.m. on April 8, 2011 through the duration of the shutdown.

Work Space

- Starting at noon on Monday, the center will execute an orderly shutdown of buildings. Anyone who is on furlough should not be on Center unless they have an approved exception.
- Building 4663 will be operational for excepted employees supporting Shuttle and ISS operations. Space for other excepted employees shall be provided in Building 4250, Conference Room 4. The 4200 area and other buildings not specifically excepted for continued operations will be reduced to a weekend utility support schedule.

Unemployment

- Civil servants will receive a SF-8 form (Notice To Federal Employees About Unemployment Insurance) with the furlough notice they receive via email which will contain the information needed to apply for unemployment.
- Unemployment policies for contractor employees will be based on their individual companies' policies around furlough and leave. Please contact your program manager for information specific to your company.

IT Equipment – Cell Phones/SmartPhones/Computers

- If you are an excepted full time employee, you may use your IT equipment (smart phone, cell phone, laptop, or other device) in a normal status. If you are an excepted part time or on-call employee, you may use you IT equipment to check for any on-call need.
- If you are in a furlough status, you may keep your IT equipment in your possession, but must turn it off after Monday.

Other Services

- **Marshall Child Development Center** - will be open from 6:45 a.m. to 12:30 p.m. on Monday. It will be closed after this time and will not reopen until a shutdown is over.
- **Marshall Exchange** - Exchange operations and concessionaires, including the Space Shop, Redstone Federal Credit Union, Wellness Center, Activities Building, Barber Shop, Auto Repair Shop, Coffee Bar in Bldg. 4203, and Cuppy's Coffee will be closed during the shutdown.
- **Cafeterias** - Charlie's Grill in Building 4200 and Southern Food Services cafeterias in Buildings 4471, 4708 and 4203 will be closed on Monday and during the shutdown period.
- **U.S. Post Office** – The Post Office on the ground floor of Building 4200 will be open during the shutdown period. Employees must access the Post Office through the side door by the loading dock.